Message from Paul Jablonski, CEO

I have been in transit my entire working life. I started as a bus driver in Massachusetts and now I am the CEO of one of the best transit systems in North America. Without a doubt, transit is a fantastic career choice. For people who want to work hard in an exciting environment, it provides exceptional growth and advancement opportunities. At the same time, it provides great benefits for you and your family. I invite you to check **www.sdmts.com** often and apply for a career with MTS. You never know where a job in transit will lead you!

Resumes may be submitted to MTS via:

U.S. Mail

MTS Human Resources Department
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

Fax

619-234-1047

Email

jobs@sdmts.com

Job Announcement

Contracts Administrator

As the largest provider of public transportation in San Diego County, and 2009 winner of the American Public Transportation Association's award for Most Outstanding Public Transit System, the Metropolitan Transit System (MTS) is committed to providing exceptional service to the people of the San Diego region.

Every year more than 85 million people ride MTS buses and Trolleys. We have more than 80 fixed-route bus lines and 54 miles of Trolley service. Our fleet of compressed natural gas buses and electric Trolleys allow MTS to be one of the greenest companies in San Diego. As our region continues to grow, there will be a greater dependence on public transportation to help achieve mobility goals. The long-range transit plan for the region envisions several new trolley lines and Bus Rapid Transit lines, some of which will come on line in the next two years. And plans are progressing to expand the Trolley 11 miles from Old Town to UCSD and University Town Center. MTS is one of the most modern and dynamic public transportation systems in North America and we would love for you to help us achieve our goals!

Summary

Under the Direction of the Manager of Procurement, this position exercises contract administration oversight over MTS' procurement and service provision agreements. The Contracts Administrator will assist the Manager of Procurement in ensuring MTS Contractors and Project Managers adhere to contract terms and conditions during contract performance. The position will also assist Contract Officers and Project Managers alike in the monitoring and analysis of contract performance through a contract database. The Contracts Administrator will work very closely with internal customers and Contract Officers to prevent and resolve contract performance matters early.

Example of Duties

Essential Functions

- Acts as the Procurement Department's principal assistant in matters concerning administration of the Agency's various procurement and service agreements.
- Assists Contract Officers and Project Managers in tracking contracts from inception to closeout.
- Uses Microsoft Excel to develop contract or project financial management databases and provide brief analytical reports with data interpretations on project or procurement expense trending data.
- Assists Project Managers and Contract Officers if expense trends indicate potential project budget overruns.
- Communicates extensively with Contract Officers and Project Managers to resolve discrepancies and address concerns early.
- Provides procurement technical guidance on contract fulfillment issues.
- Maintains a contract management database focusing on performance requirements, performance measures, deliverables, project/procurement timetables, payments, incentives and liquidated damages.

Duties may include, but are not limited to, the following:

- Reviews contractor invoices to ensure:
  - Work is within contract scope
  - Work meets contractual standards
  - Work has been completed, inspected and accepted by MTS
  - Charges, as well as, invoices themselves conform strictly to contractual standards (includes accurate unit pricing, clear statement of units received or delivered; clear statement of labor hours by labor craft expended; the inclusion of support documentation required by the agreement, etc.)
- Assists Contract Officers and Project Managers in the production of procurement action memoranda for submittal to the Board of Directors.
- With guidance from General Counsel and the Manager of Procurement, mediates contractual issues between Project Managers and Contractors.
- Extensively communicates, orally and in writing, with all parties to a contract to ensure a smooth resolution to contractual issues.
- Perform other tasks as assigned.

The San Diego Metropolitan Transit System is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

Qualifications

Knowledge, Skills and Abilities

Knowledge of or ability to learn MTS policies and regulations, ability to read, understand, and apply MTS policies and regulations, union labor contracts; the ability to prepare letters, memoranda, and reports using clear, concise and grammatically correct English; ability to speak clearly, distinctly, and effectively in person-to-person or small group situations using tact and diplomacy; ability to coordinate and initiate actions necessary to implement decisions and delegate responsibilities to appropriate personnel; ability to establish and maintain priorities in order to complete assignments by deadlines without detailed instructions; skill in verifying the accuracy and completeness of forms and reports; knowledge of Microsoft Word, Excel and Outlook and the ability to learn and use other software that we might have or acquire.

Physical Requirements

The successful candidate must be able to fulfill the physical demands of the job such as walking, stooping, sitting, bending, and reaching for overhead files and occasional lifting (must be able to lift up to 15 pounds). Must be able to operate a motor vehicle and perform tasks involving manual dexterity, such as use of a computer. Work may require more than 8 hours per day or require irregular hours to perform the essential duties of the position. Duties will be performed primarily in an office type environment. May require travel to external agencies.

Experience/Education/ Certificates/License(s)

- A bachelor's degree in Business Administration, Economics, or Public Administration with primary focus on any business discipline, such as Finance, Accounting or Economics, plus a minimum combination of six years as a Procurement Assistant, Contracts Administrator and/or Procurement Specialist.
- Public agency experience is preferred, but not required.
- Ability to develop contract or project financial management databases, as well as, a keen ability to analyze and interpret project or procurement expense trending data through MS Excel.
- Previous project cost management and project cost control experience is helpful.
- Candidate must possess and be able to maintain a California driver's license.

General

Must satisfactorily pass all applicable examinations including, but not limited to, a pre-employment physical and a background and consumer credit check.

Salary

$53,356 to $82,702

MTS employees during the filming of a recent commercial.

DISCLAIMER: *The above described job elements are intended to indicate the general nature and levels of work being performed by employees assigned to the job. They are not intended to be an exhaustive list of duties, responsibilities and skills required of employees so classified. Management retains the discretion to add to or change the duties of the position at any time.*